

# ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Curriculum Committee Meeting

FROM:

ADC/OTE  
1025 C of C

EXTENSION

NO.

DATE

17 October 1985

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. DD/OTE  
D/OTE

2. ADC/OTE

3. EXO/OTE

4. C/LT

5. C/IT

6. C/ISTD

7. C/MATD

8. C/CTD

9. C/WOTS

10. C/CBT

11. C/MPB

12. C/TSD  
C/CRB

13. C/Plans Group

14.

15.

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FORM

610

16 October 1985

MEMORANDUM FOR: Curriculum Committee Members

FROM:

Chairman, OTE Curriculum Committee

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SUBJECT: Minutes from the 16 October Curriculum Committee Meeting

1. There was a brief discussion regarding overlap of content in OTE courses. As a result, each member will provide a list of the test instruments they are using in each of their courses within the next two weeks. It was recognized that we still have an obvious problem in overlap in certain content areas, such as utilizing group resources and creativity. There is also awareness that some component training is using various segments out of our management training programs. This presents obvious problems for the Management School. It was decided that we would ask several of the OTE officers on rotation to the components to attend a Curriculum Committee session to discuss the concerns about this overlap.

2. The Committee members decided that OTE would not conduct a needs survey for the Off-Campus Training Program. Rather, C/TSD will prepare a paper for the ADD Steering Committee which will request their recommendations regarding the viability of the program. If there is a strong perceived need for the continuation of the program, the survey put together by  will be used.

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3. C/MATD raised his concerns regarding fees for independent contractors. The Committee decided that the guest lecturer fees of \$175 to \$250 per day will be sustained. In those instances where larger fees must be paid, these will be justified by the respective units. It was also decided that OTE would not seek to standardize fees for independent contractors. Rather, each unit will work to obtain these services at the least possible cost. Each unit will provide a short statement of justification for fees paid to contractors. ADC and EXO will review to ensure that there is consistency within the Office of Training. It was also decided that any contract written will contain a statement that OTE must approve any work by the contractor for other Agency components.

SUBJECT: Minutes from the 16 October Curriculum Committee Meeting

4. C/CBT presented his proposal regarding an OTE learning center. This proposal was tabled until the next session because most members had not had an opportunity to examine the proposal and to determine the precise need for a learning center in the Chamber of Commerce Building. [redacted] is, however, to continue his plans to occupy Room 224 and consolidate the language laboratory and CBT equipment. Currently, we plan to locate the TICKET equipment in support of the Language School and several IBM PCs.

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5. The Committee reviewed the schedule of courses for curriculum review and made some modifications. The attached schedule indicates when these courses are scheduled for review (Attachment A). ADC will provide a list of courses that the Curriculum Committee has decided will be reviewed in 1986 and will elicit DDTE and DTE's input. At the next session, the Committee will during CY1986 include these additional courses for curriculum review.

6. C/ISTD presented the results of his review of the Introduction to ADP (Attachment B). His recommendation that this course be offered as a self-study program was approved. The 63 students who are currently waiting to take the course will be advised that it is available for self-study in the Learning Center. Starting in January 1986, a commercial CBT program will be made available in the Learning Center which will provide a more intensive course in Automatic Data Processing. Students will be able to obtain credit for the course on the honor system. For those who desire credit for the course, the head of the Learning Center will provide certification that they have viewed the tapes and have completed that process. Certification of completion will be forwarded to TSD for inclusion in the Agency training record.

7. The next Curriculum Committee is scheduled for 20 November. On the agenda thus far are these items: OTE learning center and courses for curriculum review in 1986. Additional agenda items should be submitted as soon as possible by the members. A special session will be held with OTE personnel assigned to DA components.

8. Because C/Plans Group was absent, the Committee did not take up OTE's five-year goals statement. C/Plans Group will call a special session which will deal with long-range planning.

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ATTACHMENTS

ATTACHMENT A

QUARTERLY REVIEW SCHEDULE (CY1985 and CY1986)

Third Quarter 1985

Introduction to ADP (completed)  
GIM II (completed)

Fourth Quarter 1985

CIA Today and Tomorrow  
Advanced Intelligence Seminar (progress report)  
Analysis Training Course (report due)

First Quarter 1986

EEO  
Management Training  
Regional Analysis Training  
Analyst Training (management training for the DI)  
Introduction to CIA

Second Quarter 1986

Scientific Weapons Intelligence for Operations  
Operational Records Training

ATTACHMENT B

4 October 1985

MEMORANDUM FOR:  Assistant Director of Training for Curriculum  
FROM:  Chief, ISTD  
SUBJECT: Introduction to ADP Course

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1. A review of basic automated data processing information available in a self-study mode was undertaken in August, 1985. The purpose of this review was to identify ways that the Introduction to ADP (IADP) course could be obtained outside the classroom. Our premise was that if there is appropriate IADP self-study material available, then traditional classroom instruction is not an essential offering.

2. The review identified videotapes available in the Learning Center at Headquarters as well as CBT materials which could be purchased from commercial vendors when PC's are installed in the Learning Center. Classroom courses sponsored by OPM and USDA were also noted.

3. Since we found the quality, variety, and accessibility of the self-study materials to be quite adequate, we decided to withdraw the IADP course from the FY86 classroom schedule.

4. In so doing, we are sending each of the applicants in the queue a copy of the TSD Notes to Training Officers, (please see Attachment 1), which references IADP materials in the Learning Center. It should be noted that as of 29 August 1985, the IADP queue consisted of 33 applicants from OIT, 24 from IMS, Logistics, and Finance, and 7 from OTS, OCR, and OP.

5. A more complete list of ways to obtain basic ADP information is presented in Attachment 2.

SUBJECT: Introduction to ADP Course

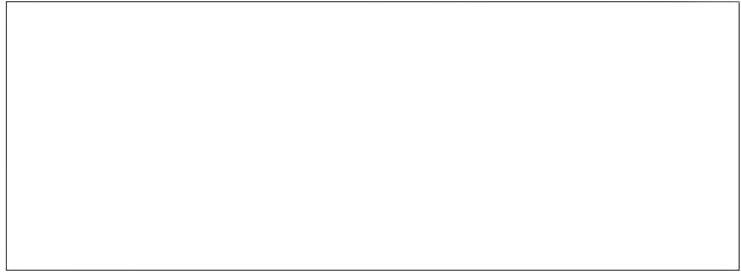
6. Also, for those employees who are interested, but unfamiliar with Agency systems, ISTD and OIT have discussed collaborating on a one to two hour briefing which could be offered twice a year.

7. In sum, it seems that the opportunities outside an ISTD classroom for acquiring introductory ADP information are sufficient to meet the needs of virtually all of our potential consumers in the immediate future.

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2 Attachments

1. Info for Notes to TOs
2. Available ADP Info



Information About IADP Course to be Included in  
TSD "Notes to Training Officers"

The Introduction to ADP course will not be part of the  
FY86 classroom schedule.

Basic information about automated data processing may be obtained in the Headquarters Self-Study Center, GF-39. Video Material from DELTAK includes a series entitled "Understanding Data Processing." This 6-part series covers Information Processing, The Computer System, Information Systems, Data Base and Distributed Systems, Data Communications and On-Line Systems, and The Data Processing Interface. The DELTAK Journal includes topics on Human Dimension of Automation, Problems and Challenges for the Office, Environment Design in the Automated Office, and Manager in the Automated Office. Also available in the Self Study-Center is a book by Shelly & Cashman entitled Introduction to Computer and Data Processing.

ATTACHMENT 1

The following list identifies 7 ways employees might obtain introductory ADP information.

1) VIDEOS in the Self-Study Center (GF-39):

DELTAK  
Understanding Data Processing, a 6 Course Series:

Information Processing  
The Computer System  
Information Systems  
Data Base and Distributed Systems  
Data Communications and On-Line Systems  
The Data Processing Interface

DELTAK JOURNAL

Human Dimension of Automation  
Problems and Challenges for the Office  
Environment Design in the Automated Office  
Manager in the Automated Office

2) BOOKS (Available in the Agency's Self-Study Center):

Introduction to Computer and Data Processing, Shelly & Cashman, 1980.

3) COMMERCIAL CBT COURSES (MAINFRAME):

	<u>TITLE</u>	<u>VENDOR</u>
	Basic Computer Concepts	The Courseware Developers
	Intro to DP for End Users	CRWTH
	Computer Literacy	DP Education Corporation
*	DP Concepts	DP Education Corporation
	DP Concepts	Computer Systems Research
	Intro to DP	ASI
*	Developing DP Skills for End Users	CRWTH
	Data Communications for End Users	CRWTH

\*Reviewed & recommended for purchase by CBTG (memorandum, 12 October 1984).

ATTACHMENT 2



4) COMMERCIAL CBT COURSES (PC) (MAY BE OBTAINED FROM):

ASI  
2340 S. Arlington Heights Rd.  
Arlington Heights, IL 60007  
(800)238-2625

Computer Systems Research (CSR)  
40 Darling Drive  
Avon Park South  
Avon, CT. 06001  
(203)678-1212

The Courseware Developers, Inc.  
1075 Tollard Turnpike  
Manchester, CT. 06040  
(203)646-4105

CRWTH Computer Coursewares  
6134 Wilshire Blvd., Suite 200  
Santa Monica, CA 90401  
(800)282-2372

Data Processing Educational Corporation (DP Ed)  
4588 Kenny Road  
Columbus, OH 43220  
(614)457-0577

Federal Sales Consultant  
McGraw-Hill Book Company  
Training Systems Division  
PO Box 451  
Hightstown, NJ 08520  
(609)799-9634

The Institute for Professional Education  
1515 North Court House Road  
Suite 303  
Arlington, Va. 22201  
(703)527-8700

5) USDA Courses:

Introduction to Data Processing  
Basic Concepts of Data Processing  
Introduction to Microcomputers  
Teleprocessing and Data communications  
Introduction to IBM PC

6) OPM Courses:

ADP Systems Analysis for Managers  
Executive Seminar in ADP & Information Technology  
Management Introduction to ADP  
Management Orientation to Office Automation  
Design of Office Information Systems  
Implementing Office Automation  
Integration Office Operations with Information Technology  
Introduction to Office Automation  
Management Skills for the Automated Office  
Office Automation Requirements Analysis  
People: Key Factor in Office Automation  
Computer Literacy for Managers and Supervisors  
Conducting a Teleconference  
Electronic Mail: Techniques and Applications  
Micrographics in Automated Information Systems  
Seminar on Microcomputers  
Seminar on Minicomputers  
Introduction to ADP Systems Analysis

To Apply to OPM:

Office of Personnel Management  
Office Systems Management Institute  
PO Box 7230  
Washington, D.C. 20044  
(202)632-4184

7) EXTERNAL TRAINING (University of Virginia):

COMM 320 Introduction to Business Information Processing  
(3) (Off Campus Program)

COMM 427 Analysis and Design of Management Information  
Systems (Off Campus Program)